

Vocational Rehabilitation and Employment (Chapter 31) Tracking Report Instructions

Form Use:

The Chapter 31 Tracking Report is used to record information on veterans participating in the Department of Veterans Affairs' Chapter 31 program that are referred to Jobs for Veterans State Grant recipients for labor market information and/or employment services. The detailed information required is used to track the status of referred participants, referral and registration dates, and employment outcome information. The workbook consists of two worksheets: 1) Data Entry; and 2) Report Data (auto-calculating).

Form Submission:

The form is submitted once per quarter for every Federal fiscal quarter. The following report period end dates will be used for this report: 12/31, 3/31, 6/30, and 9/30.

Public Burden Statement - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1293-0009. The time required to complete this information collection is estimated to vary from 1-3 hours per response, with an average of 2 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. The obligation to respond is required to obtain or retain a benefit (38 USC 4102A(c)). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Labor, Veterans' Employment and Training Service, 200 Constitution Avenue, N.W., Washington D.C. 20210.

Instructions for the Vocational Rehabilitation and Employment (Chapter 31) Tracking Report

| Column | Data Entry Worksheet Item | Instructions |
|--------|----------------------------------|--|
| A | VARO | Enter the three-digit code for the VA Regional Office from which the veteran was referred |
| B | Last Name | Enter the referred veteran's last name |
| C | First Name | Enter the referred veteran's first name |
| D | ID Number | Enter the four digit unique identifier of the referred veteran (NOT SSN) |
| E | Carry-In | If the veteran was registered last FY and carried in, enter a "Y" in this column; otherwise, leave blank |
| F | OEF/OIF Veteran | If the veteran served in the OEF or OIF theatre of operations, enter a "Y" in this column; otherwise leave blank |
| G | Other Program Participant | Enter the one-digit number that reflects the special program in which the veteran is/was a participant: 1 = REALifelines participant |
| H | VRC/EC Name | Enter the full name of the VRC or EC that made the referral |
| I | Employment Goal | Enter the employment goal listed on the IWRP or IEAP provided by the VRC/EC |
| J | Date Referred to SA | Enter the date the VRC or EC referred the veteran for employment assistance in the mm/dd/yyyy format |
| K | DVOP or SA Staff Assigned | Enter the name of the DVOP specialist or OSCC staff to which the veteran has been referred for employment assistance |
| L | Date Registered by SA | Enter the date the veteran was entered into the State's data collection system, or if previously registered the date reactivated or date next service provided |
| M | # Days Referral to Registration | This data item is calculated automatically based on the dates entered in Columns K and L |
| N | Date Entered Suitable Employment | Enter the date the veteran entered suitable employment as determined by the VRC/EC |

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| Column | Data Entry Worksheet Item | Instructions |
|--------|--|--|
| O | Employer | Enter the name of the business or organization where the veteran is employed |
| P | Job Title | Enter the job title of the position in which the veteran is employed |
| Q | Hourly Wage | Enter the hourly wage earned by the veteran as identified from SA sources |
| R | # Days Registration to Employment | This data item is calculated automatically based on the dates entered in Columns L and N |
| S | Monitored for 60 Days After Employment | If this veteran received follow-up and monitoring for 60 days enter a "Y" in this column; otherwise leave blank |
| T | Date Case Closed | Enter the date this veteran's VR&E case was closed |
| U | Closure Reason | <p>Enter the one letter code for the reason for case closure:</p> <p>E = Entered employment by ISC; not necessarily considered suitable employment for VR&E rehabilitation purposes. Employment may be an interim position for income until a suitable job is found or while the veteran is in training.</p> <p>R = Rehabilitated by VR&E; refers to a Chapter 31 veteran who meets the rehabilitated criteria as defined by VR&E staff.</p> <p>I = Interrupted by VR&E; interrupted is a temporary suspension of the Chapter 31 program. VA first must determine that the veteran will be able to return to a rehabilitation program or an employment services program following the resolution of the situation causing the interruption.</p> <p>D = Discontinued by VR&E; discontinued refers to the VR&E Chapter 31 registered referrals that are discontinued from the VR&E program by the VRC/CP for a variety of reasons.</p> <p>S = School/Training by VR&E; this refers to a veteran who is involved in services such as a specialized training and/or education to obtain and maintain suitable employment.</p> <p>L = Labor Market Information provided to participant at the beginning of the VR&E process.</p> <p>O = Other by ISC or VR&E; explain in comments.</p> |
| V | NOTES/COMMENTS | Enter information applicable to the veteran's employment assistance process |

Report Data Worksheet: All fields on the Report Data worksheet calculate automatically based on the information entered on the Data Entry worksheet.

Contact the U.S. Department of Labor at:

U.S. Department of Labor
 Veterans' Employment and Training Service
 Room S-1316
 200 Constitution Avenue, N.W.
 Washington D.C. 20210

Phone 202-693-4729
 Fax 202-693-4755